



# JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

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## STUDENT ASSISTANT

**\$1,458-\$1558**

### PROJECT COORDINATION AND ADMINISTRATIVE SUPPORT BUREAU SACRAMENTO

#### RESPONSIBILITIES:

Under the direction of the Data Processing Manager II, prepare, scan, index and upload various types of documents. The student will also be required to re-bind, tag and file scanned documents according to instruction and/or written procedures.

Scanning Center Operational Support: Using scanning equipment and instructions, scan, index and upload various closed case file and miscellaneous documents. Prepare documents for scanning, tag and file scanned documents, and provide periodic scanner maintenance.

Operational Support: Answer calls at call center / help desk, provide backup support for receptionist, and provide backup support for video conferencing system.

Desktop Support: Support Personal Computer Desktop installation by moving new computers to installation location. Under supervision, replacing computers and peripherals, remove and tag old computers for surplus process.

This is a temporary position. It is anticipated that the position will be needed from June 2012 through September 2012.

#### DESIRABLE QUALIFICATIONS:

Strong computer skills including knowledge of Microsoft Office suite

- Ability to work in a team environment; good customer service skills
- Excellent organizational skills and attention to detail
- Ability to communicate effectively with Department staff
- Ability to follow verbal and/or written instructions
- Ability to lift up to 35 pounds

#### WHO MAY APPLY:

Applications will be accepted from current Student Assistants employed by the State of California or applicants currently enrolled in a college or university. Applicants must provide proof of enrollment as a student in an appropriate college or university program. Applicants with major course of study in Information Technology or Business Administration are preferred. Applicants with an undeclared major may also apply.

#### APPLICATION PROCEDURE:

Send a completed standard State of California application to Linda Story, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814.

***Please indicate "Student Assistant 413-106-4870-xxx" on the State application. Please attach proof of enrollment and college transcript to application.*** Applications received without this information may not be considered for review. For additional information, please call Linda Story at (916) 492-3316 or contact by email, [Linda.Story@insurance.ca.gov](mailto:Linda.Story@insurance.ca.gov).

**FINAL FILING DATE: June 12, 2012 – Close of Business**

**NOTE: Interested individuals must submit an application in order to be considered for this position.**

06/01/12LS

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#### DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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